Administrator Hiring Questions and Practices

This document of Administrator Hiring questions and practices is a compilation of ideas sent from various Utah Public Charter Schools—some were meant for administrators, others were designed for teachers and can be tweaked to apply to administrators.

1.	Licensure
2.	Administrative Experience
3.	Knowledge of difference between charter schools and traditional public schools
4.	What do you find appealing about (school name)?
5.	Give us an example of an important achievement goal(s) you have set with teachers and
	tell me about your success in reaching it.
6.	Tell us about a time when you worked with a difficult teacher.
7.	How do you secure an instructional and collaborative learning culture in the school?
8.	What are your hobbies, skills, and interests?
9.	How familiar are you with (academic program)?
10	. How would one of your teachers describe you?
11	Describe a successful experience you have had with collaboration.
12	. What do you think are your greatest strengths?
13	. What are ways you work with data?
14	. How would you present student achievement data to the board?
15	. What types of professional development do you feel are important for an administrator?
16	What methods do you use to communicate with stakeholders? (faculty, staff

community members, authorizer, students, board.)

- 17. If you could change anything about your past administrative actions, what would it be?
- 18. What character traits make you the best candidate for this job?
- 19. How do you keep from burning out?
- 20. How do you build and maintain morale with your staff in a non-monetary way?
- 21. How do you demonstrate that you value people for who they are rather than for what they accomplish?
- 22. What strengths and weaknesses would you bring to the leadership position?
- 23. What have you or are you doing to address the deficits?
- 24. (If coming in 'late:' what worries you most about taking over the leadership of this school at this time?)

(Several of the above questions were adapted from Mark Johnson's—Providence Hall—interview questions for teachers.)

Hiring practice of teachers from <u>DeLaina Tonks</u> at Open High School, but can be adapted to administrators:

"I learned a bit through trial and error over the past year and am happy to share those lessons. Feel free to use what you can.

Process:

Gather applications (I include a couple of school-specific questions on the initial application to gauge interest/understanding in the vision behind the school. This helps in the selection process)

Select the top 10

Send out a written interview (This accomplishes a couple of different things: First, it weeds out candidates who are not serious about the position because many don't bother to turn it in. Second, provides valuable insights into their teaching philosophy, understanding of your school culture and mission.)

Select the top 3

Interview (I have some barometer questions that haven't failed me yet. My favorite is: "It's Thursday night and you have two days of grading to finish, but grades are due by Friday at 5:00pm. It is physically impossible to get everything graded. How do you handle that situation?" I hire the teachers whose immediate response is: "I wouldn't let myself get in that situation in the first place." Also, I try to hire those who are more excited about the vision/mission of the school and are eager to be a part of it rather than because they need the money, are desperately looking for work, think it sounds fun/easy etc.)

Open High School of Utah Written Interview

Name:

Position Applying For:

Questions

- 1. Why did you become a teacher?
- 2. What do you enjoy most about teaching?
- 3. What motivates you to explore online teaching?
- 4. Describe your understanding of a teacher's role in the online environment at OHSU.
- 5. What types of students have you most enjoyed and/or been most successful working with? Why?
- 6. What strategies have you used to connect with and engage students?
- 7. What unique approaches, philosophies, experiences, and strengths do you bring to teaching students?
- 8. What role does communication with the school administration, students, and parents play in your schema of teaching?
- 9. What three adjectives would your students use if they were asked to describe you?
- 10. What do you think will be the biggest challenges for an online student and how would you help them overcome those challenges? "